



Policy: 4475
Procedure: 4475.10
Chapter: Education
Rule: Special Education Quality Assurance

Effective: 01/04/06
Replaces: N/A
Dated: N/A

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) Education Division shall be responsible for the implementation and administration of Special Education monitoring and Quality Assurance.

Rules:

1. The **SUPERINTENDENT OF EDUCATION** shall ensure that the Special Education personnel are highly qualified through the following:
 - a. Verification of certification and endorsements;
 - b. Bi-annual verification of certification and endorsement renewals.
2. The **PRINCIPAL** shall recruit and maintain highly qualified Special Education personnel.
3. The **SPECIAL EDUCATION DIRECTOR** shall conduct annual training at the start of each school year for all Special Education personnel. The **SPECIAL EDUCATION DIRECTOR** shall:
 - a. Include in the training the following to promote professional growth:
 - i. Child Find;
 - ii. Confidentiality;
 - iii. Policy and Procedures for Special Education;
 - iv. Individuals with Disabilities Education Act (IDEA) updates.
 - b. Ensure the participants' documentation is reported in:
 - i. Statewide Training And Registration System (STARS);
 - ii. Training Rosters which are kept at Education at Central Office;
 - iii. Sign in sheets which are kept at Education at Central Office.
4. The **SPECIAL EDUCATION DIRECTOR** shall ensure that a binder of the forms is maintained at each school which contains:
 - a. All approved Child Find forms:
 - i. 4475.02A Student Study Team;
 - ii. 4475.02B Behavioral Observation in the Classroom;
 - iii. 4475.02C RAC Education History/Child Find Screening;
 - iv. 4475.02D Summary of Classroom Behavior;
 - v. 4475.03A ADJC Child Find Screening Form;
 - vi. 4475.03B Review of Out-of-District Psychoeducational Evaluations;
 - vii. 4475.03C Student Interview.
 - b. Special Education Policy and Procedures:
 - i. 4475 Special Education;
 - ii. 4475.01 Free Appropriate Public Education (FAPE);
 - iii. 4475.02 Child Find;
 - iv. 4475.03 Initial Evaluation, Reevaluation and Eligibility Determination;
 - v. 4475.04 Individualized Education Program (IEP);
 - vi. 4475.05 Least Restrictive Environment;
 - vii. 4475.06 Procedural Safeguards;
 - viii. 4475.07 Confidentiality of Information;
 - ix. 4475.08 Discipline;
 - x. 4475.09 Special Education Stipend;
 - xi. 4475.10 Special Education Quality Assurance.
 - c. A Log book for designated Special Education personnel sign out of Special Education files.

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5. The **TEACHER** shall complete a 45-Day 4475.03A ADJC Child Find Screening Form on each student in order to locate and identify students in need of Special Education or related services. The **TEACHER** via the Education Administrative Assistant shall send this form to the Diagnostician. The **DIAGNOSTICIAN** shall submit this information in his/her monthly report to ADJC Special Education Director listing the number of students along with their names that are referred to Special Education.
6. The **PRINCIPAL** shall ensure that a 4475.02A Student Study Team referral process is documented and interventions have taken place:
 - a. The **PRINCIPAL** shall ensure the Student Study Team meets a minimum of once a week;
 - b. The **STUDENT STUDY TEAM** shall review and discuss the following:
 - i. Completed 45-Day 4475.03A ADJC Child Find Screening Forms;
 - ii. Classroom Strategies;
 - iii. Behavioral Interventions;
 - iv. Completed 4475.02A Student Study Team referrals;
 - v. Completed 4475.03C Student Interviews and 45-Day 4475.03A ADJC Child Find Screening Forms.
 - c. The **PRINCIPAL** shall submit a monthly list of students who were referred to the Student Study Team to ADJC Special Education Director;
 - d. The **DIAGNOSTICIAN** shall review and document the following:
 - i. All referrals to the Special Education teacher and diagnostician;
 - ii. All strategies and interventions before sending consent to evaluate.
 - e. The **DIAGNOSTICIAN** shall file all documentation on referrals in a binder at each school.
7. Quarterly, the **SPECIAL EDUCATION TEACHER** shall disseminate to the Special Education Administrative Assistant and to all teachers serving Special Education students a copy of:
 - a. Student goals and objectives;
 - b. Modifications to the curriculum; and
 - c. Progress reports.
8. The **SPECIAL EDUCATION DIRECTOR** shall do spot checks quarterly of the disseminations listed above and send a summary to the Quality Assurance Administrator in the quarterly report.
9. The **SPECIAL EDUCATION ADMINISTRATIVE ASSISTANT** shall verify and send monthly reports to the Special Education Director.
10. The **SPECIAL EDUCATION DIRECTOR** shall ensure that the Special Education process is audited each school quarter using five random files at each site:
 - a. **EDUCATION PERSONNEL** shall maintain all documentation in student files;
 - b. The **DIAGNOSTICIAN** shall ensure that the following information is completed for the audit. The **DIAGNOSTICIAN OR DESIGNEE** shall:
 - i. Review the Arizona Department of Education F-1 Form Review of Student File to ensure compliance documentation is maintained and up-to-date;
 - ii. Spot check using the Form 4475.02B Behavioral Observation in the Classroom to determine if modifications to the curriculum are appropriate to the student's IEP;
 - iii. Conduct in class student interviews with Form 4475.03C Student Interview to ensure each student receives Special Education and/or related services according to his/her IEP;
 - iv. Place documentation of the student's interview in each student's file;
 - v. Send a written report documenting how many files were reviewed and a brief summary of the findings to the Special Education Director each quarter.
 - c. The **AUDITORS** shall focus on the following in each audit:
 - i. Completed Arizona Department of Education F-1 Form Review of Student File;

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- ii. Reevaluation within a three year period;
 - iii. IEP dated less than one year old;
 - iv. Psychological-Educational Evaluation dated no more than five years old;
 - v. Quarterly progress reports;
 - vi. Student schedules reflecting services according to the IEP.
- d. Upon completion of the audit, the **AUDITORS** shall submit a written report which includes trends seen in the completed F-1 Forms to the Quality Assurance office each quarter.
11. The **PRINCIPAL, ADMINISTRATOR, OR DESIGNEE** shall conduct classroom observations of all Special Education and general education teachers annually. The **PRINCIPAL, ADMINISTRATOR, OR DESIGNEE** shall:
- a. Conduct random informal observations in the classroom a minimum of at least one a week;
 - b. Conduct one formal observation of all teachers with more than three years of classroom experience;
 - c. Conduct two formal observation of all teachers with less than three years experience;
 - d. Maintain the observation documentation in his/her files at Central Office;
 - e. Submit a monthly log of all observations to the Special Education Director.
12. The **SPECIAL EDUCATION DIRECTOR** shall meet with the Education Administrators and the Diagnostician quarterly and discuss the Quality Assurance Quarterly Report. The **SPECIAL EDUCATION TEAM** shall send a quarterly report to Quality Assurance Administrator.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By::
01/05/06	Dr. Gail Jacobs		